

Duty Statement

Environmental Scientist

**Environmental Health Specialist Registration Program
Environmental Health Services Section
Environmental Health Services Branch
Division of Drinking Water and Environmental Management**

Job Summary: The Environmental Scientist serves as the Assistant Executive Officer for the Environmental Health Specialist Registration Committee and provides technical assistance and consultation to the California Conference of Directors of Environmental Health, County Personnel Directors, the California Environmental Health Association, the National Environmental Health Science and Protection Accreditation Council, the public and other interested parties. The Environmental Scientist responsibilities include: assures that all individuals seeking registration as an Environmental Health Specialist meet specified education, training and experience requirements; review and approval of the curriculum of Universities and Colleges offering a degree in Environmental Health; managing and monitoring the revenues and expenditures of the Environmental Health Specialist Registration Special Fund; initiates investigations of complaints regarding environmental health specialists who have been accused of professional incompetence or unethical practice and recommends appropriate disciplinary actions that may include suspension or revocation of registration; preparation of quarterly newsletters and an annual program report. ***This position requires registration as an Environmental Health Specialist.**

Supervision Received: Under the supervision of a Staff Environmental Scientist and Section Chief, the Environmental Scientist serves as the program administrator for the Environmental Health Specialist Registration Program (California Health and Safety Code 106600-106735).

Supervision Exercised: None.

Description of Duties:

Essential Functions:

- 50% Responsible for general program operations to assure that all individuals who are registered or are seeking registration as an Environmental Health Specialist meet specified education, training and experience requirements of California Health and Safety Code, Section 106600-106735. Incumbents plan, provide and conduct the more complex as well as routine, general or specialized review and studies of registration practices and statistical exam information. Works with universities and colleges, State and national committees to make sure that the program is meeting State and nationally recognized standards. Reviews statistical information and data on the registration exam to evaluate and determine the effectiveness of test questions. This information is also used to review the effectiveness of degree programs offered by universities and colleges. Reviews and approves curriculum used by universities and colleges offering a degree in environmental health. Develops standards for the review and evaluation of applications, transcripts and experience. Develops the annual exam schedule and works with Cooperative Professional Services to revise and update the exam on a periodic basis.
- 15% Performs preliminary and secondary analysis, research, surveys and investigations of professional incompetence or unethical practices. Prepares staff reports that document the violation of the laws and regulations; provides recommendations for corrective actions and/or sanctions; monitors proposed corrective actions and resolves issues between local agencies and the Department. Coordinates and participates in administrative office

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hearings. Participates in enforcement actions that are coordinated or directed by the Department's Office of Legal Services, the State Attorney General and local district attorneys.

- 10% Provides assistance and information regarding the registration program to local government, educational institutions, industry, the public and other interested parties to assure understanding and compliance with the law, regulations and other program requirements. Provides preliminary review and analysis of inquiries from local government, educational institutions, industry and interested parties for policy interpretations; works with local government to ensure operational compliance with statutory, regulatory and departmental requirements. Prepares quarterly newsletters and an annual report that provide information on the program. Maintains clearinghouse of applicant and registration information for the public and other interested parties.
- 10% Develops and monitors the annual program budget and expenditure plan. Also maintains an automated system for the monitoring of revenue and expenditures for the Environmental Health Specialist Registration Fund. Develops, negotiates and monitors professional service contracts.
- 5% Represents the Department of Health Services at workshops, public meetings and conferences. Makes presentations to students, local government, industry and other interested parties regarding the environmental health profession. Serves as the program liaison with the California Environmental Health Association, the National Environmental Health Association, the National Environmental Health Science and Protection Accreditation Council, the National Environmental Health Credential Board and the California Conference of Directors of Environmental Health.
- 5% Prepares routine and complex correspondence, special reports and other assignments. May prepare issue memorandums, controlled correspondence and legislative reports.
- 5% Other duties as required.

(Revised August 1, 2002)